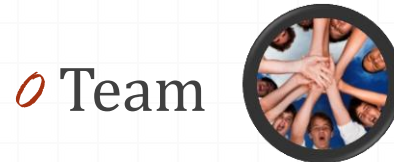




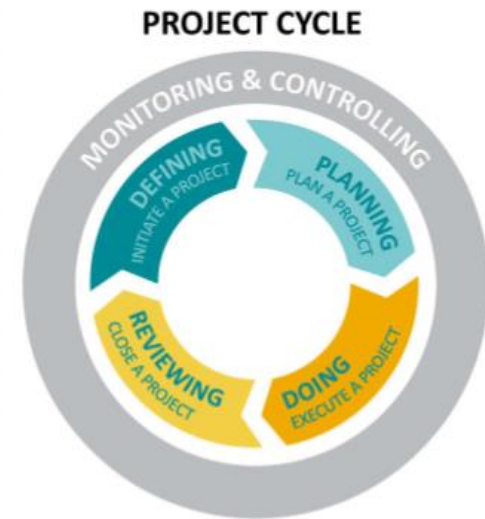
# Project Management

*A way of thinking...*

# What you are **Managing**



# Project Sequence



## PROJECT SEQUENCE

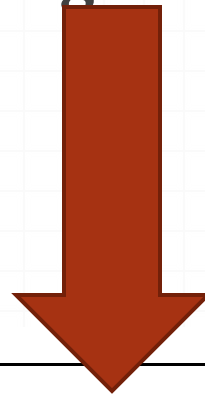


# Initiation - Defining

Determine the **Driving Challenge**:

(choose one)

- Question
- Problem
- Issue
- Perspective



PROJECT TYPE	DRIVING CHALLENGE	END RESULT
INQUIRY	Question	Answer
DESIGN	Problem	Solution
DEBATE	Issue	Position
EXPRESSION	Perspective	Performance



Adjust as  
needed

Recorded During

**PLAN**

# Establish Goals

Goals explain what will be achieved by the end of the project  
(Question, Problem, Issue, or Perspective).

1. Choose a Name for your team's project.
2. Need to explain the end of the project.
  1. Answer the question: How will I know when I am done?
  2. What is and is not a part of this project?

Going deeper than **SMART** Goals

**S**pecific, **M**easureable, **A**ttainable, **R**elevant, **T**ime-bound.

# Defining

## Scope Statement

Will be  
reviewe  
d

Scope of work established boundaries so that the project does not grow unwieldy and can be completed in a timely manner or so that the project meets all of its goals.

**Determine the *will* and *will not do* of the project!**

Qualitative

**REALISTIC** - comparing you  
SCOPE STATEMENT against  
the resources, constraints and  
assumptions help to make  
sure it is realistic!

Quantitative

The final presentation or  
project will be described  
in the Scope Statement

# Defining

## Identify Resources, Constraints, & Assumptions

**Resources:** things you already have like, time, material and/or human resources at school, home and in community.

**Constraints:** things that limit your project in some way can be time, resources or other parameters.

**Assumptions:** things that are known to be true.

# Defining

## Define Deliverables and Dependencies

**Deliverables** are products or results that are created through the course of the project, leading to the GOAL.

Can be only one or larger projects have many DELIVERABLES.

**Dependencies** are things that need to be done before a Deliverable can be completed.

## Relationships



# Defining

## What is a STAKEHOLDER?

### Definition

Stakeholders are people who have an interest in the project and its goals.

### Guiding Questions

- Who will need to approve this project?
- Who will be involved in any way?

### How to Organize

Stakeholder Name	Deliverable #	Stake in Project

# Defining

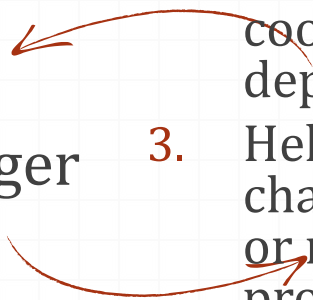
## Team Manager Roles

People who lead:

1. Project Manager
2. Time Manager
3. Quality and Risk Manager
4. Communications Manager

Responsible for...

1. Helping project stay in scope, reporting to stakeholders and presenting updates to larger group.
2. Helping team stay on schedule, coordinate with other teams on dependent deliverables.
3. Helping teams identify possible challenges and getting supplies or resource to help team produce their product deliverables with high quality.
4. Keep track of project materials and ensuring that the teams are communicating with each other and stakeholders.



# Defining

## Assessment/Feedback

- o Conferences
- o Observation notes
- o Journals
- o Learning logs
- o Rubrics
- o Checklists

### Example of Journal prompts:

How are you feeling about your project?  
How well is your group working together?  
What did you accomplish today?  
What was challenging? How did you overcome the challenge?

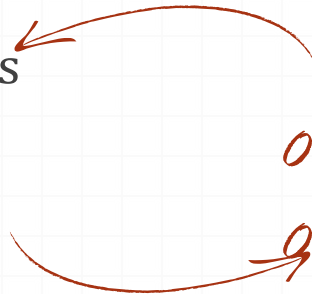
# Team Building

## Goals

- o Develop “team building skills”
- o Experience the project cycle, short and shared experience
- o Understand the requirements of building a project
  - o (in this case a tower)

## Your Job

- o Build a tower with 15 pieces of paper and 15 paper clips
- o Use all the materials
- o No outside support



# Team Building Reflection

1. How did your group plan?
2. Did the team run into any problems?
3. What helped make the tower stable?
4. How did team work help with the tower building?
5. What did you learn when you made a mistake?
6. What skills helped to overcome the challenge?
7. How do you think this activity relates to project management?